

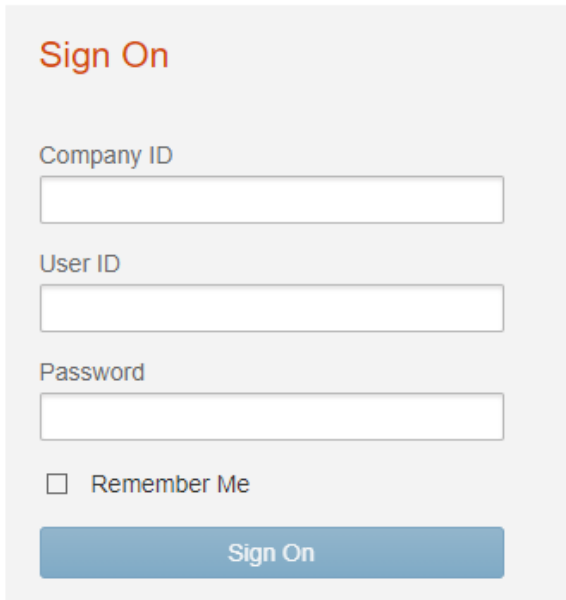
## P-Card Reconciliation

You will need:

- Access to Wells Fargo Commercial Electronic Office online
- Receipts for all purchases
- FOAP information for purchases

Steps:

- 1) Go to the Wells CEO webpage: [CEO Home](#) (feel free to bookmark this!)
- 2) Sign in with your information on this screen.



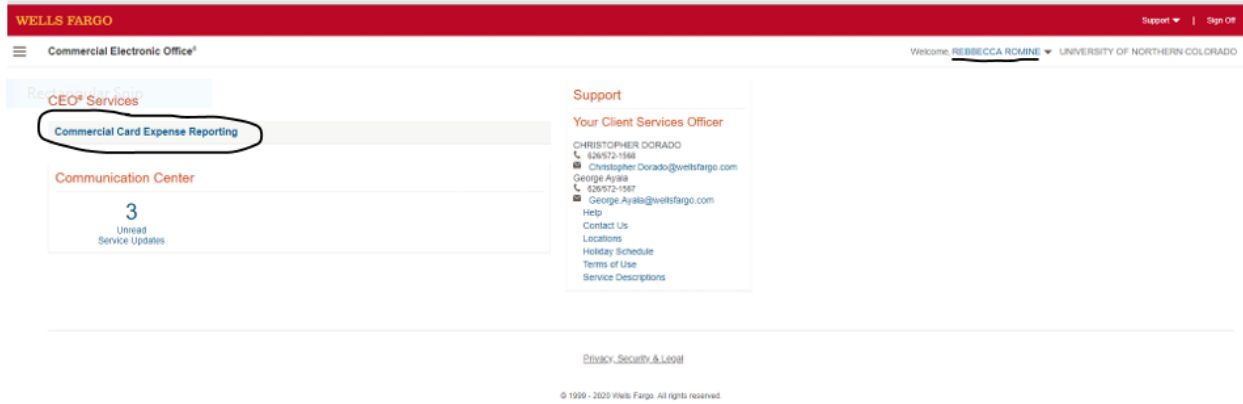
The screenshot shows a sign-in form with the following elements:

- Sign On** (orange heading)
- Company ID** (text label above a text input field)
- User ID** (text label above a text input field)
- Password** (text label above a text input field)
- Remember Me
- Sign On** (blue button)

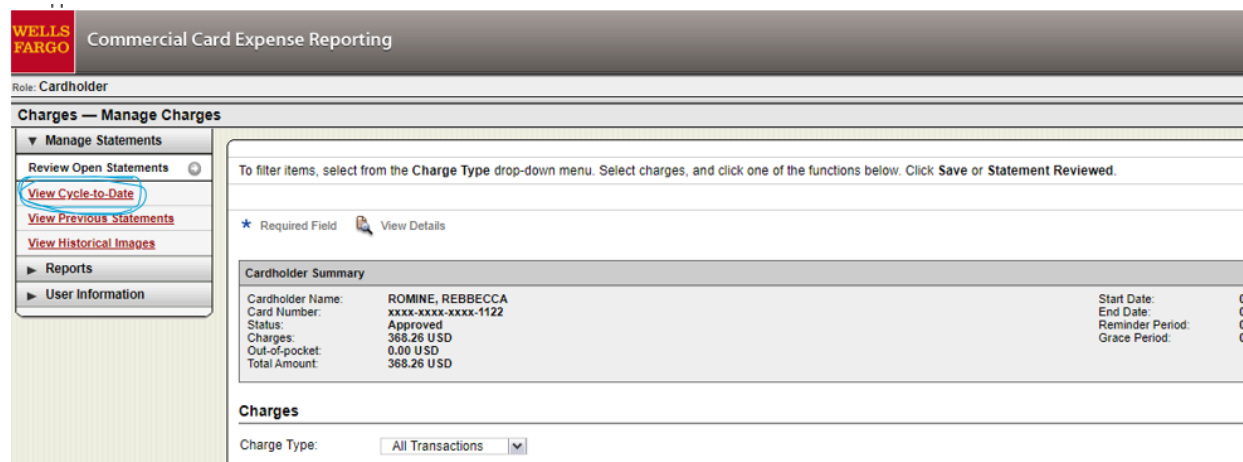
(If you don't know what the sign-in information is, email Morgan Gray: [Morgan.Gray@unco.edu](mailto:Morgan.Gray@unco.edu))

- 3) Click on the blue link "Commercial Card Expense Reporting" circled on this photo in black. (It's a deceiving little thing that doesn't look like a link, but it's a link.) Your Communication Center may have more or fewer messages, depending on if you check it frequently and how often you use your PCard.

# ASC/SFS Tutorials







4) There could be a bunch of transactions listed on this page, but they may not be the ones you need to work on for this month. Click on **“View Cycle-to-Date”** near the upper left of the screen to view the correct transactions.



5) You should see your list of current-cycle transactions. You can add receipts on this page (see the blue circles for the “add receipt” icon), or you can choose to wait until you are on the screen to reclassify. If you choose to add receipts here, you will need to press save at the bottom of the page before moving on.



# ASC/SFS Tutorials

Charges								
<a href="#">Select All</a>   <a href="#">Clear All</a>								
	Transaction Date	Posting Date	Merchant	Sell	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
1.	09/27/2020	09/28/2020	Amazon Mktg Us M46nc2uf1 Amzn.com/bill.VIA		NATURALHEALTHSCIENCES(NH#H#Scnc)		<input type="checkbox"/>	68.99 USD
Description *								
FUND: 10000				ORG: 46010		ACCOUNT: 72210		
PROGRAM: 1000				ACTIVITY:				
2.	09/27/2020	09/28/2020	Amazon Mktg Us M46nc372 Amzn.com/bill.VIA		NATURALHEALTHSCIENCES(NH#H#Scnc)		<input type="checkbox"/>	99.00 USD
Description *								
FUND: 10000				ORG: 46010		ACCOUNT: 72210		
PROGRAM: 1000				ACTIVITY:				
3.	09/29/2020	09/30/2020	Amazon.com MktgM461Amzn Amzn.com/bill.VIA		NATURALHEALTHSCIENCES(NH#H#Scnc)		<input type="checkbox"/>	13.11 USD
Description *								
FUND: 10000				ORG: 46010		ACCOUNT: 72210		
PROGRAM: 1000				ACTIVITY:				
4.	10/02/2020	10/05/2020	Robt Usa Inc 800-565-4283_PA		NATURALHEALTHSCIENCES(NH#H#Scnc)		<input type="checkbox"/>	1.71 USD
Description *								
FUND: 10000				ORG: 46010		ACCOUNT: 72210		
PROGRAM: 1000				ACTIVITY:				

6) At the bottom of this page, you will see several buttons. (If you added receipts on this page, remember to press **save**.) Click on **“Reclassify”** to move on.

Charges

Viewing 1 to 11 of 11 Items

	Transaction Date	Posting Date	Merchant	Receipt Image	Receipt Submitted	Amount / Original Currency
1.	09/27/2020	09/28/2020	Amazon Mktg Us M46nc2uf1 Amzn.com/bill.VIA		<input type="checkbox"/>	68.99 USD
Description *						
Unit: NATURALHEALTHSCIENCES(NH#H#Scnc)						
FUND: 10000		ORG: 46010		ACCOUNT: 72210		
PROGRAM: 1000		ACTIVITY:				
2.	09/27/2020	09/28/2020	Amazon Mktg Us M46nc372 Amzn.com/bill.VIA		<input type="checkbox"/>	99.00 USD
Description *						
Unit: NATURALHEALTHSCIENCES(NH#H#Scnc)						
FUND: 10000		ORG: 46010		ACCOUNT: 72210		
PROGRAM: 1000		ACTIVITY:				

[Select All](#) | [Clear All](#)

Viewing 1 to 11 of 11 Items

7) This is the screen where you'll do the most work.

- A) **Add receipts** via the green plus sign under **“Receipt Image”**, if you didn't on the previous screen. **(NOTE: DO NOT CLICK “RECEIPT SUBMITTED.”)**

## ASC/SFS Tutorials

- B) **Add a description** for each purchase made with the department you are purchasing for. Remember to be specific! Don't just say "Office supplies" – say "Pens, sticky notes, and index cards" if that's what you purchased.
- C) **Reclassify the fund, org, account, and program as necessary.** MOST of the time, you will only have to reallocate the **account code**. However, if you are paying from a grant or other fund, you will need to change some of the other numbers. If you don't have the FOAP information, please ask Pam for the correct info.
- D) Once you are done with all your transactions, remember to press "**Save**" at the bottom of the screen. **DO NOT PRESS "STATEMENT REVIEWED."**
- E) For things like course catalogs, posters, brochures, etc. use the FOAP 72155- Printing External Source. For a list of commonly used codes, visit: [https://www.unco.edu/general-accounting/pdf/banner\\_expense\\_codes.pdf](https://www.unco.edu/general-accounting/pdf/banner_expense_codes.pdf)